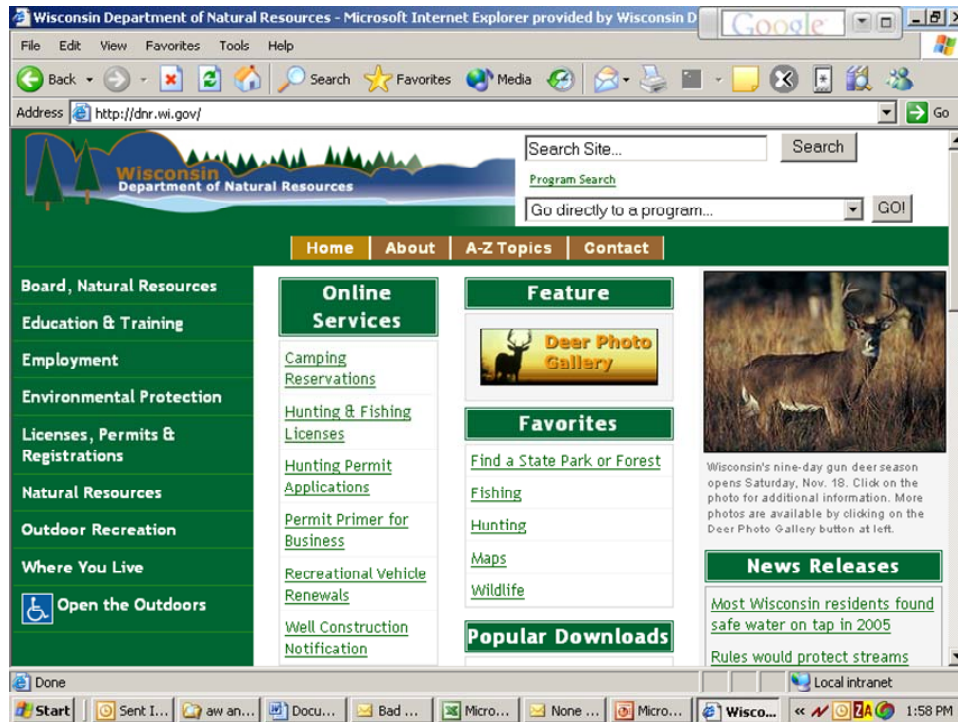
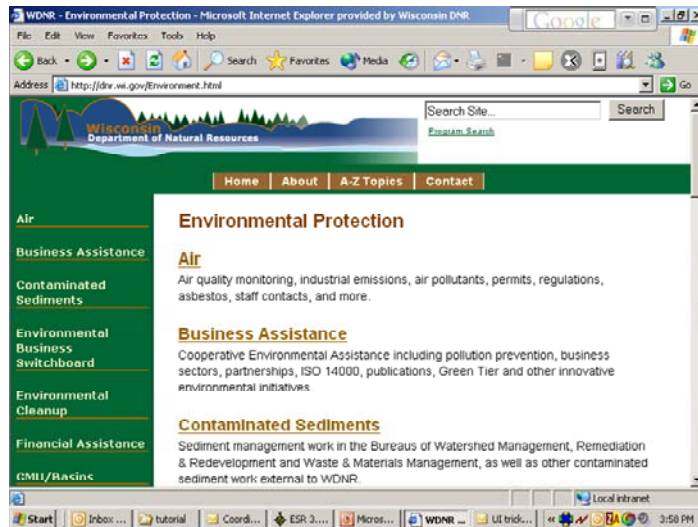


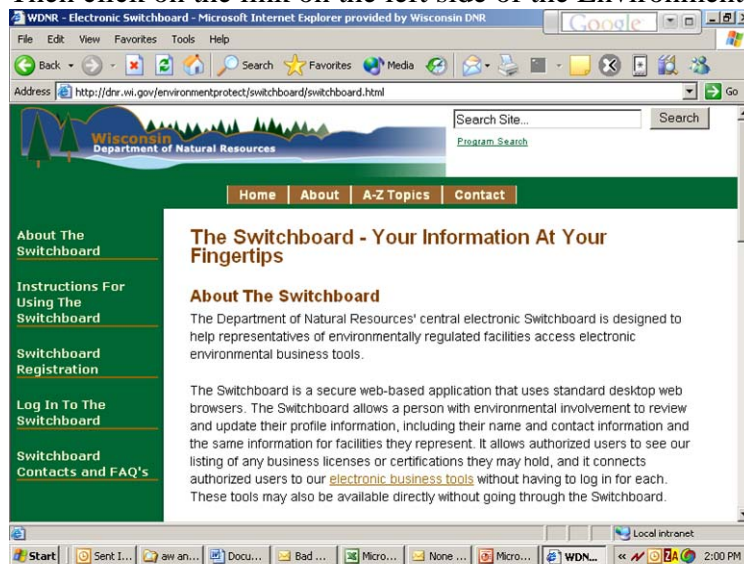
Welcome to DNR's Switchboard. The Switchboard is your connection to your profile information and to any electronic reporting programs that apply to your facility. My name is Tom Aten and this tutorial is meant to acquaint you with the Switchboard.



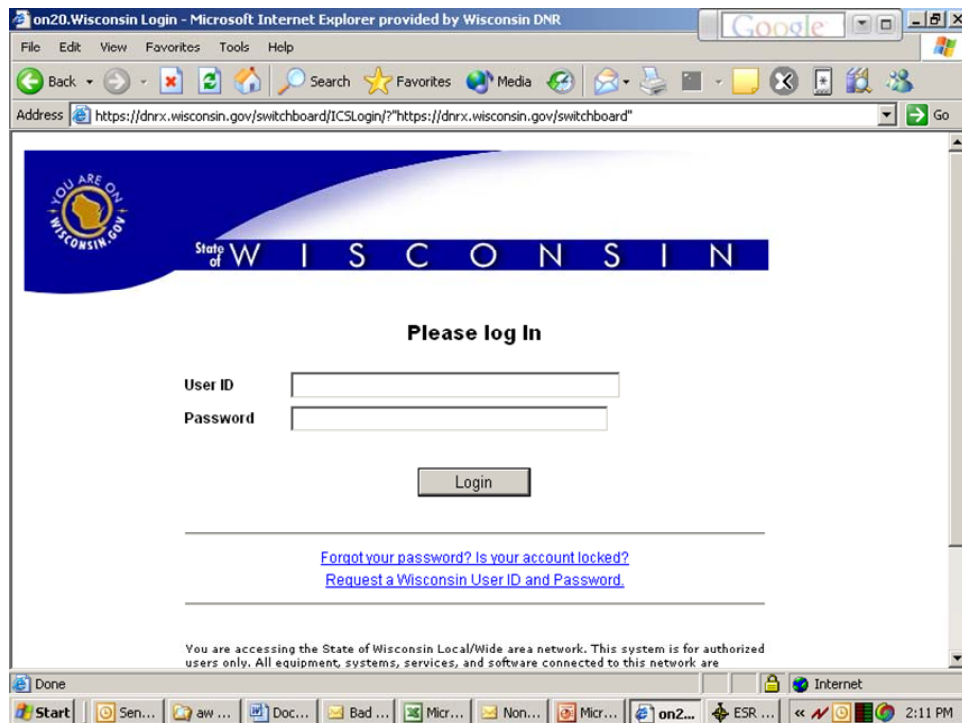
The Switchboard is available from the main DNR page, located at dnr.wi.gov. Click on the link on the left side for Environmental Protection.



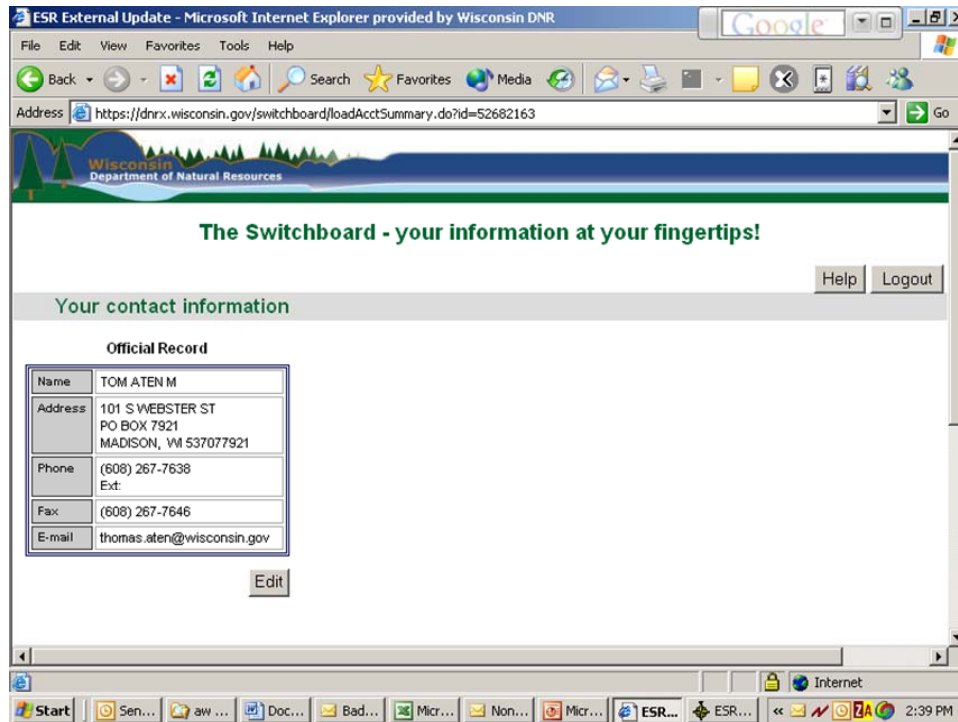
Then click on the link on the left side of the Environmental Protection page for Environmental Business Switchboard.



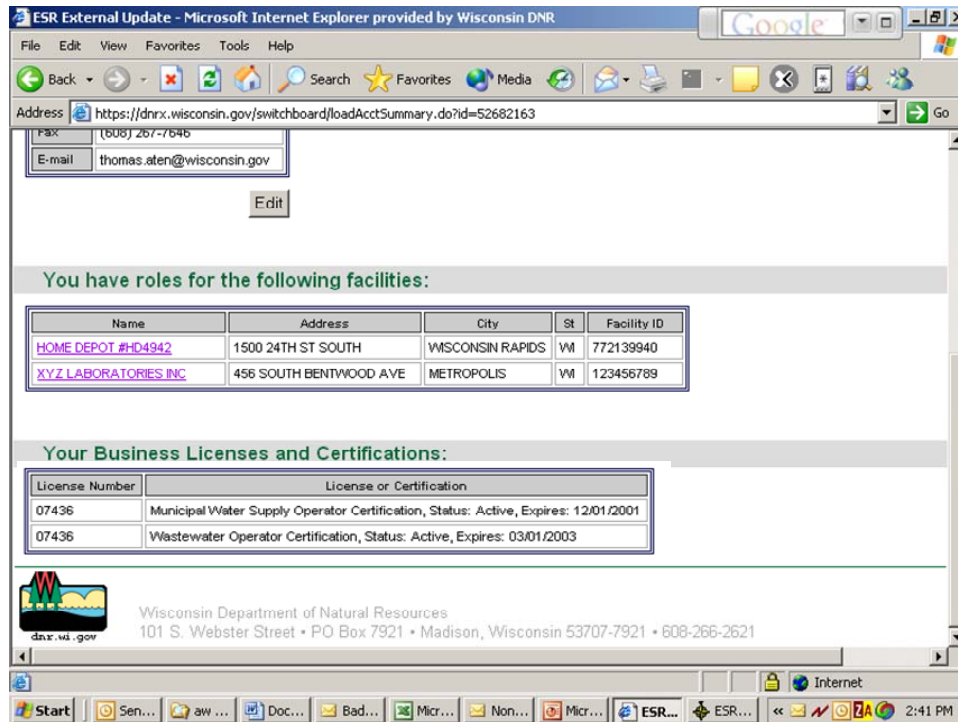
Here's the main informational page for the Switchboard. This page describes the Switchboard and has links to the instructions for using the Switchboard that this tutorial will cover, to the Switchboard Registration process that has a registration tutorial to help you, to the Switchboard log-in, and finally to the Switchboard Contacts and Frequently Asked Questions. Let's connect to the Switchboard using the log-in link.



The Switchboard uses the state's Web Access Management System to securely identify you using your Wisconsin User ID and password. This page also provides help if you've forgotten your password, locked your account, or if you need to request a Wisconsin User ID. For this tutorial let's assume that you have already obtained an ID and password.

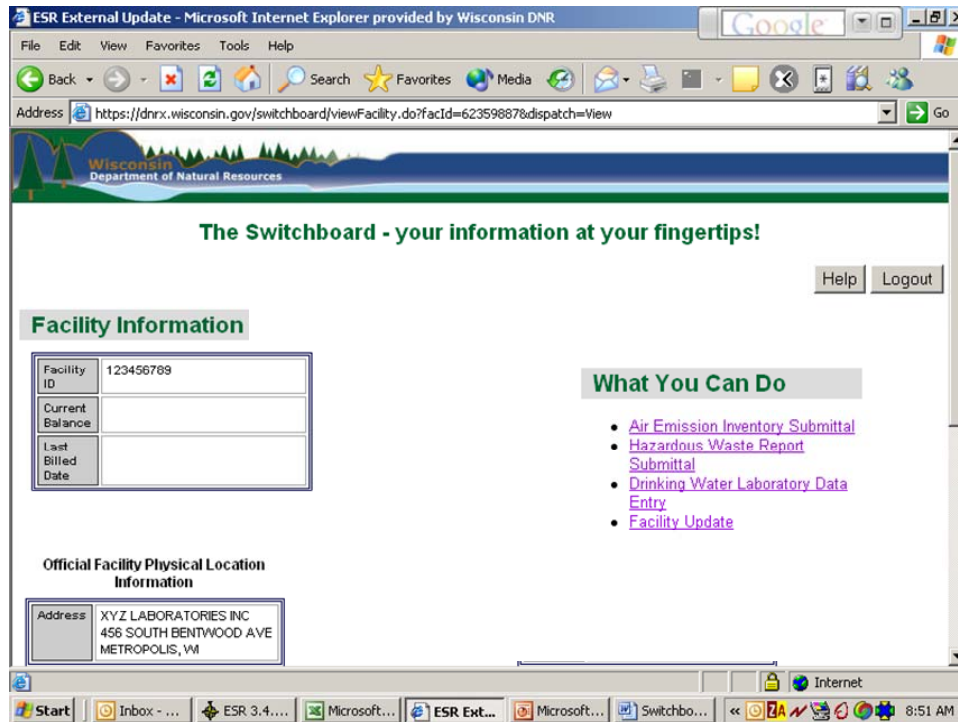


Here's your page! It shows your contact information that you can freely edit. There's also a Help button that opens our instructions in a new window, and a logout button.

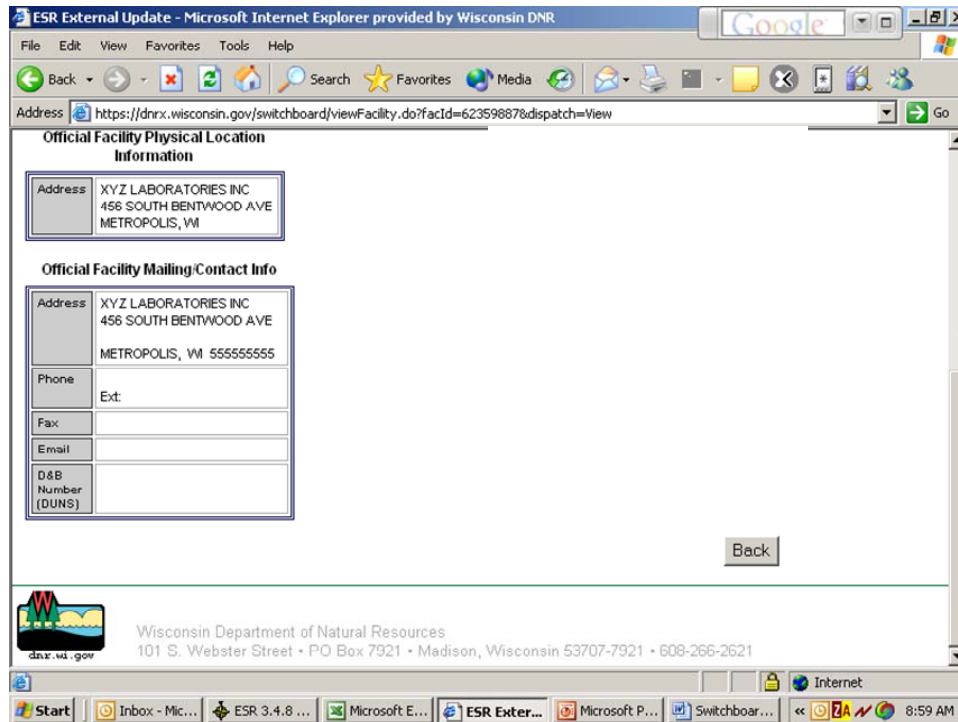


The lower part of the page shows any facilities that you are associated with, and any environmental certifications or licenses that you hold. Here we see two facilities and two certifications. Some of you are using the Switchboard for the first time to access an electronic reporting program so let's follow that line of thought. I'll come back to cover more details later.

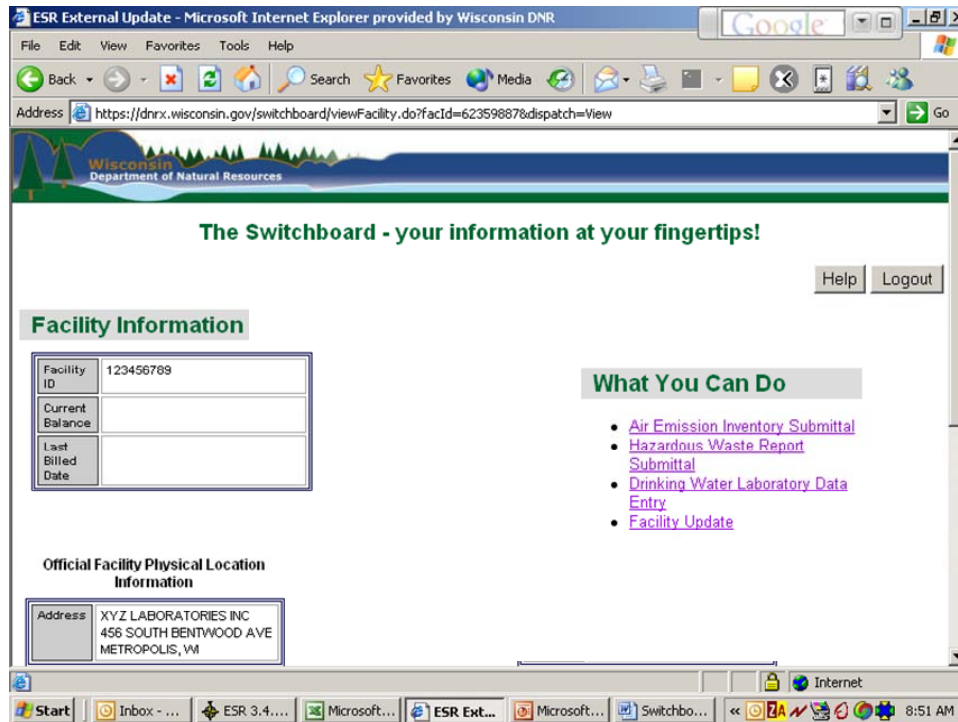
The Switchboard is set up with the electronic roles that you have registered for through a facility. You may work for multiple facilities, and the roles that you have are listed for each. Let's see how this works. I'll click on a facility on my list (XYZ Labs)



This screen shows you the facility information, and the roles that you have at this facility under the What You Can Do heading. The facility information includes the facility ID, the location address, and the mailing contact address.



The back button takes you back to your main page.



The roles that you have at this facility are listed on the right. The roles are actually links to those electronic systems that you can go into and come back if you wish. Here we see links for the new Annual Air Emission Inventory and Annual Hazardous Waste reporting systems, the Drinking Water Laboratory reporting system, and the Facility Update system – more on that later. Simply click on a link and begin reporting.

The Switchboard keeps your identity secure and current so you don't need to log in for each system. Keep in mind, however, that if you let the system sit idle for more than 10 minutes you will be prompted to log in again.

Connect to the System

1. Find the Switchboard on DNR's web site – dnr.wi.gov.
2. Log into the system with your Wisconsin User ID and password
3. Locate the facility of interest
4. Pick the electronic reporting system and your role

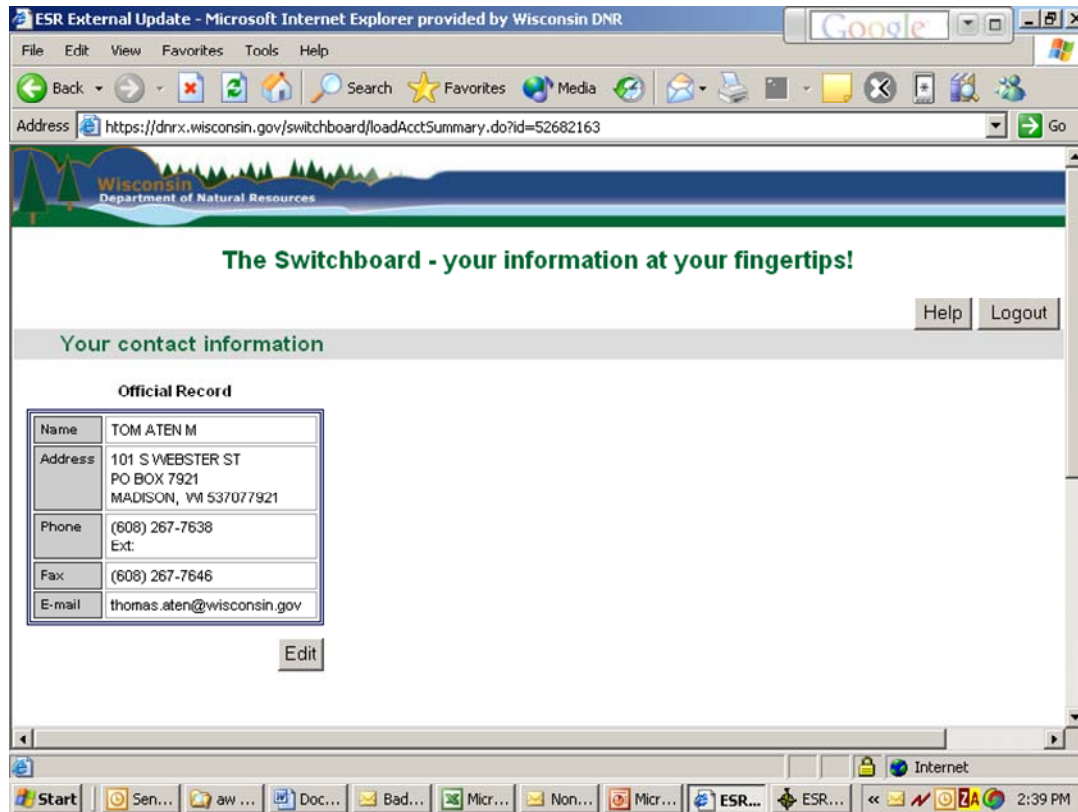
That's It !

Let's review your quickest connection to our electronic reporting systems:

- 1) Find the Switchboard on DNR's web site (dnr.wi.gov).
- 2) Log into the system with your Wisconsin User ID and password
- 3) Locate the facility of interest
- 4) Pick the electronic reporting system and your role

That's it!

Now let's go back and fill in some details. You can close this tutorial if you're ready to go to an electronic reporting system.



Let's see how you can keep your contact information current so that we can work together more efficiently. The edit button just below your contact information opens the update screen.

ESR External Update - Microsoft Internet Explorer provided by Wisconsin DNR

Address: <https://dnrx.wisconsin.gov/switchboard/editContact.do>

Your contact information

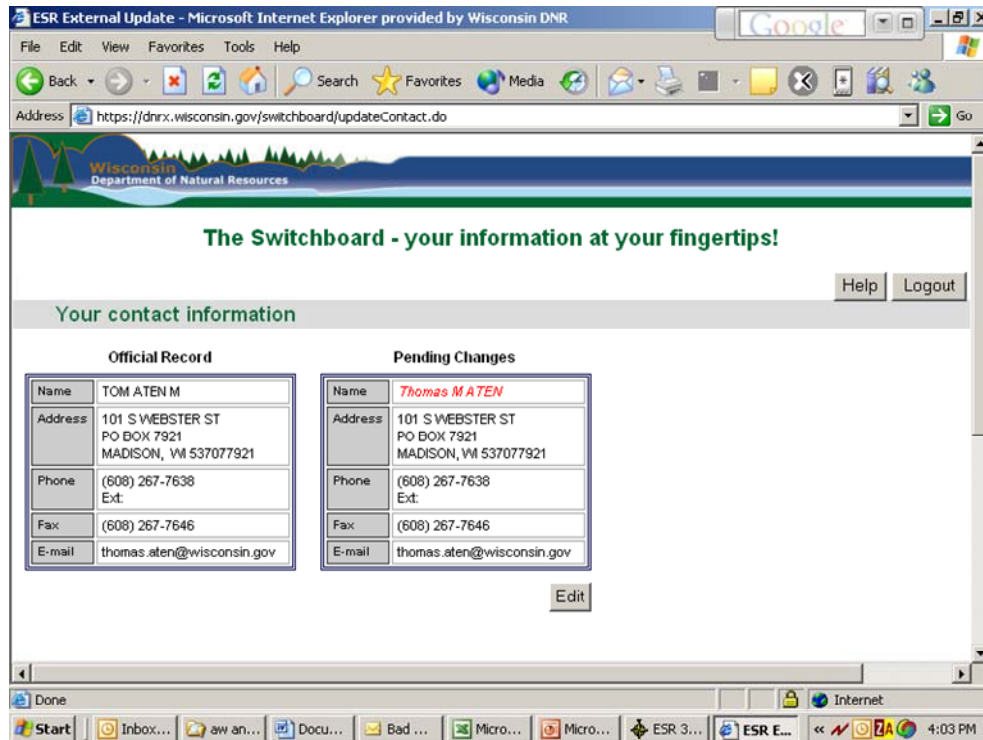
Make Edits to Record

	Official	Update
Name	TOM ATEN M	<input type="text" value="TOM"/> (first) <input type="text" value="M"/> (middle) <input type="text" value="ATEN"/> (last) <input type="text"/> (suffix)
Address	101 S WEBSTER ST PO BOX 7921 MADISON, WI 537077921	<input type="text" value="101 S WEBSTER ST"/> (street) <input type="text" value="PO BOX 7921"/> (po box) <input type="text" value="MADISON"/> (city) <input type="text" value="WI"/> (state) <input type="text" value="537077921"/> (zip)
Phone	(608) 267-7638 Ext:	<input type="text" value="608"/> <input type="text" value="267"/> <input type="text" value="7638"/> (phone no) <input type="text"/> (ext)
Fax	(608) 267-7646	<input type="text" value="608"/> <input type="text" value="267"/> <input type="text" value="7646"/> (fax no)
E-mail	thomas.aten@wisconsin.gov	<input type="text" value="thomas.aten@wisconsin.gov"/> (email)

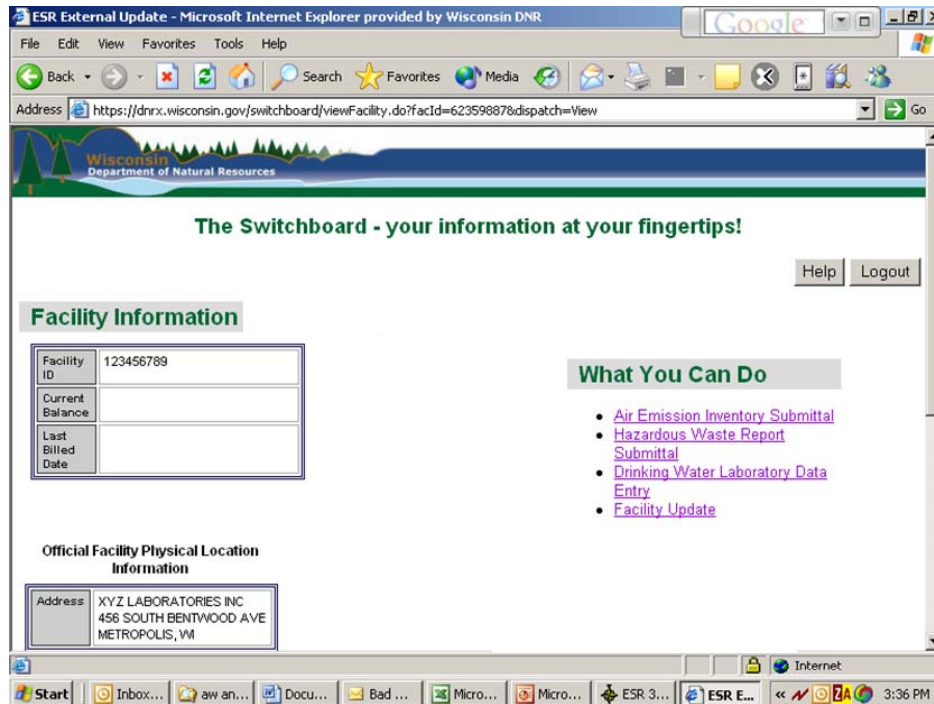
Save Cancel

Done Start Inbox... aw an... Docu... Bad ... Micro... Micro... ESR 3... ESR E... 3:58 PM

This screen allows you to update any piece of your contact information. In most cases this should be your working contact information. Simply click on a field and enter any updated information. When you're done hit the save button, or if you've decided not to save your updates then hit the cancel button.



If you have changed any information - it will be displayed as “pending” on the main screen. We do this in order to run our quality assurance procedures. For example, if you updated your address we compare it to the US Postal Service records. The Switchboard is also not set up to allow you to indicate a change in personnel. Please use the Registration process for that. If we have any questions about your updates we may contact you. In most cases in a day or two you’ll see the pending information become the official record. You can return to the edit feature at any time.



Facility information can be updated by people with the Facility Update role. Here I've selected my facility again and you can see the Facility Update role on the list. People eligible for this role generally need to be the authorized representative for the facility.

ESR External Update - Microsoft Internet Explorer provided by Wisconsin DNR

Address: <https://dnrx.wisconsin.gov/switchboard/decideFacilityRoute.do?dispatch=Edit>

Wisconsin Department of Natural Resources

The Switchboard - your information at your fingertips!

Help Logout

Facility Information

Facility ID	123456789
Current Balance	
Last Billed Date	

Facility Physical Location Information

	Official	Update
Address	XYZ LABORATORIES INC 456 SOUTH BENTWOOD AVE METROPOLIS, WI	<input type="text" value="XYZ"/> (name) <input type="text" value="456 SOUTH BENTWOOD AVE"/> (street) <input type="text" value="METROPOLIS"/> <input type="text" value="WI"/> (city, state)

Done Internet

The facility update screen operates just like the contact update screen. Click on the field and enter any changes. Notice that the first address block is for the location address for the facility.

ESR External Update - Microsoft Internet Explorer provided by Wisconsin DNR


File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://dnrx.wisconsin.gov/switchboard/decideFacilityRoute.do?dispatch=Edit> Go

Facility Mailing and Contact Information

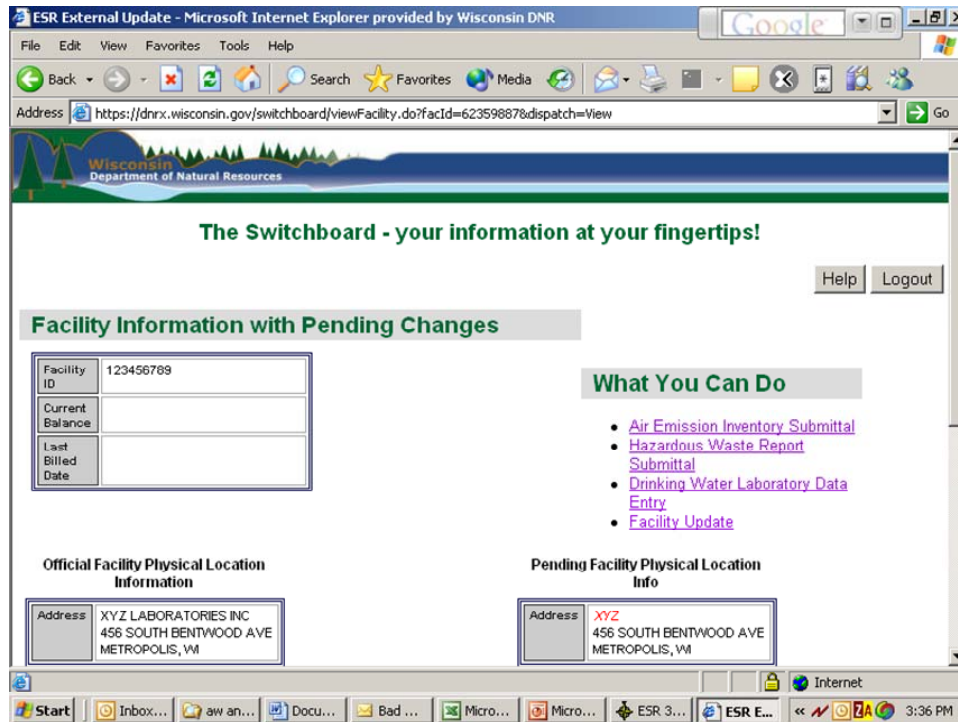
Official		Update	
Address	XYZ LABORATORIES INC	XYZ LABORATORIES INC (name)	
	456 SOUTH BENTWOOD AVE	456 SOUTH BENTWOOD AVE (street)	
	METROPOLIS, WI 55555555	(po box)	
	METROPOLIS, WI 55555555	(city, state zip)	
Phone	Ext:	608 222 2966 (phone)	
	Ext:		(ext)
Fax			(fax)
Email		(email)	
D&B Number (DUNS)		(d&b no)	
		Save Cancel	


 Wisconsin Department of Natural Resources
 101 S. Webster Street • PO Box 7921 • Madison, Wisconsin 53707-7921 • 608-266-2621

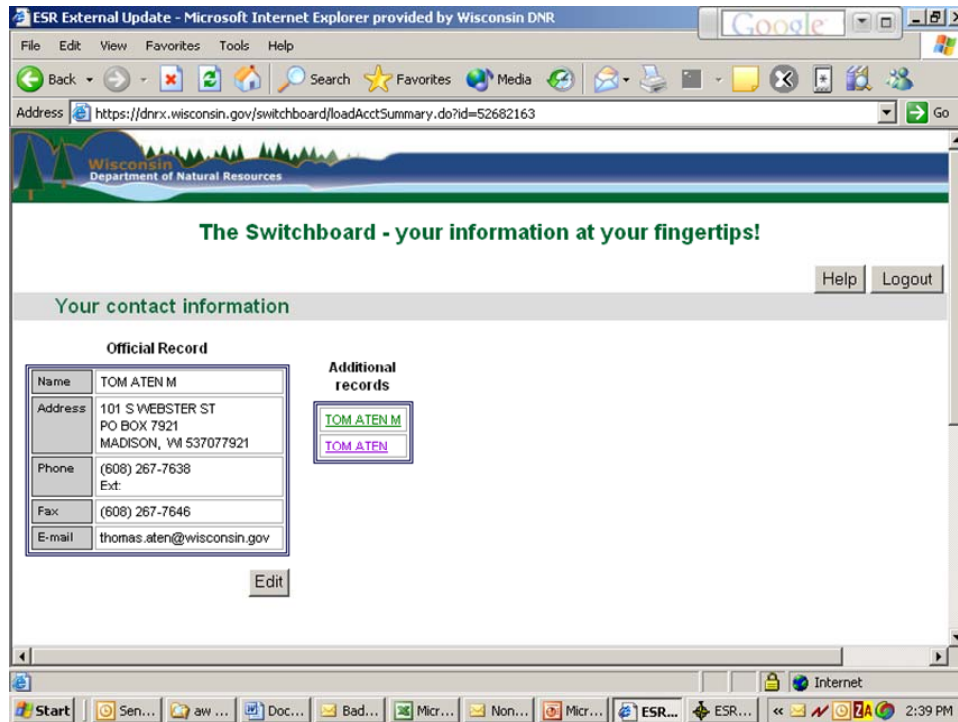
Done Internet

Start | Inbox - ... | ESR 3.4... | Microso... | ESR Ext... | Microsof... | Switchb... | WDNR - ... | 9:09 AM

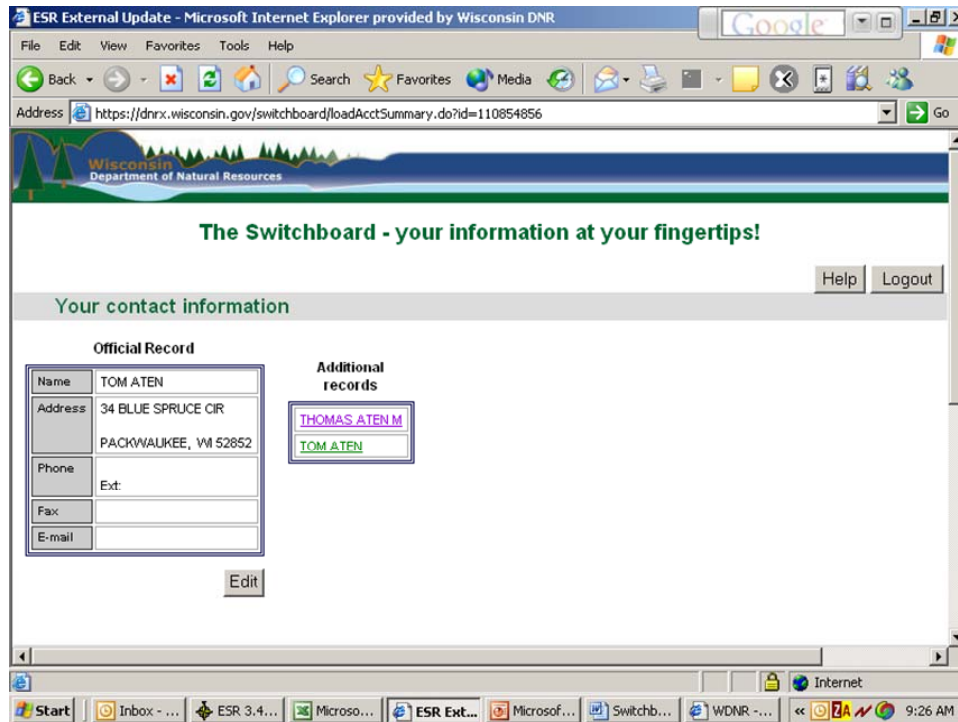
The lower part of the screen is for the mailing address for the facility. The save and cancel buttons work just like the contact screen.



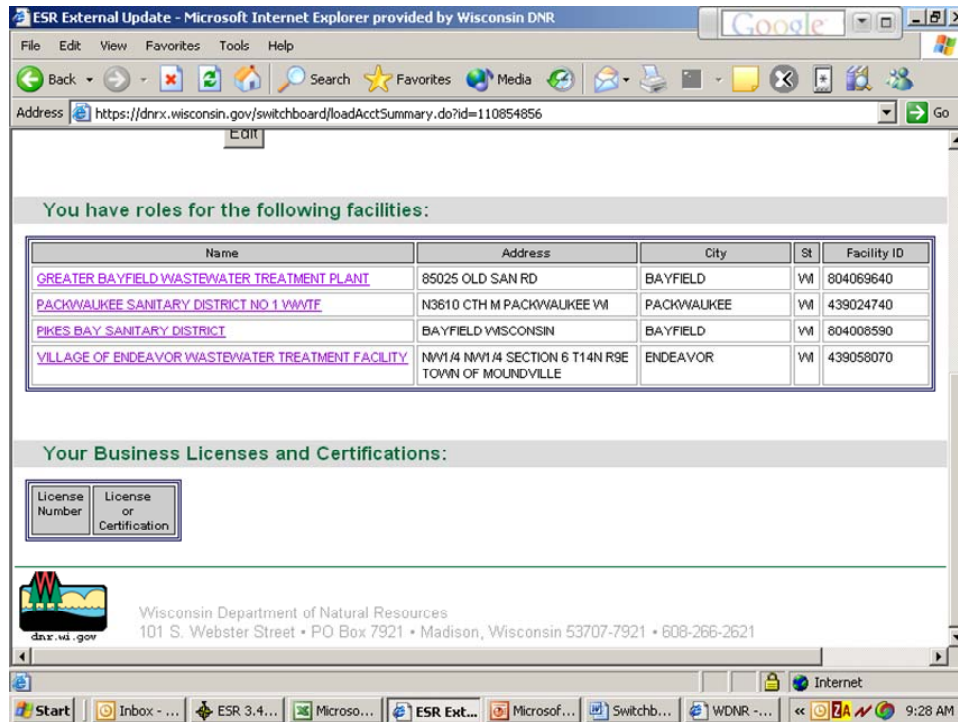
We show your updated facility information as “pending” for the same reason as the contact updates. We run quality assurance procedures on addresses against the US Postal Service records. We also review name changes for two reasons. 1) to maintain any naming structure that we use, for example “wisconsin” is abbreviated to “wis”, and 2) names changes trigger formal documentation in some programs. We may contact you about these proposed changes. In a day or so the pending information will be the official information.



Now for the confusing part. When you first enter the Switchboard and see your contact information, you may see one or more “additional records”. In essence these are multiple identities of you. We have these because we have different addresses for you that we can’t resolve. The first record for me, in this case, is what’s shown on the current official record, facility list, roles, etc. If I clicking on the second record for me,



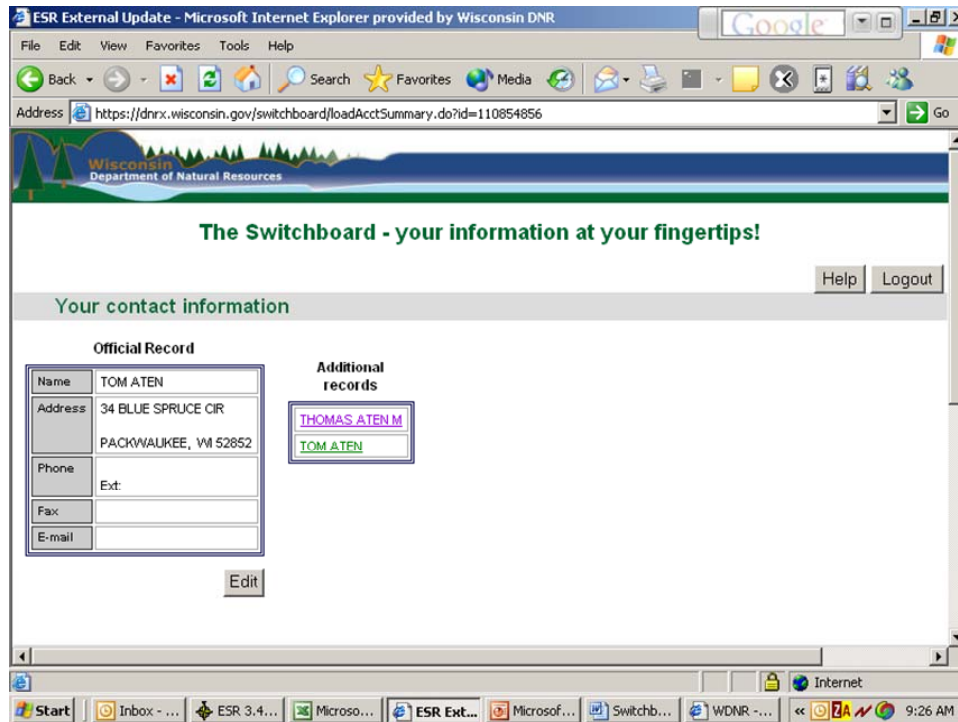
The official record changes to show the information for my second record.



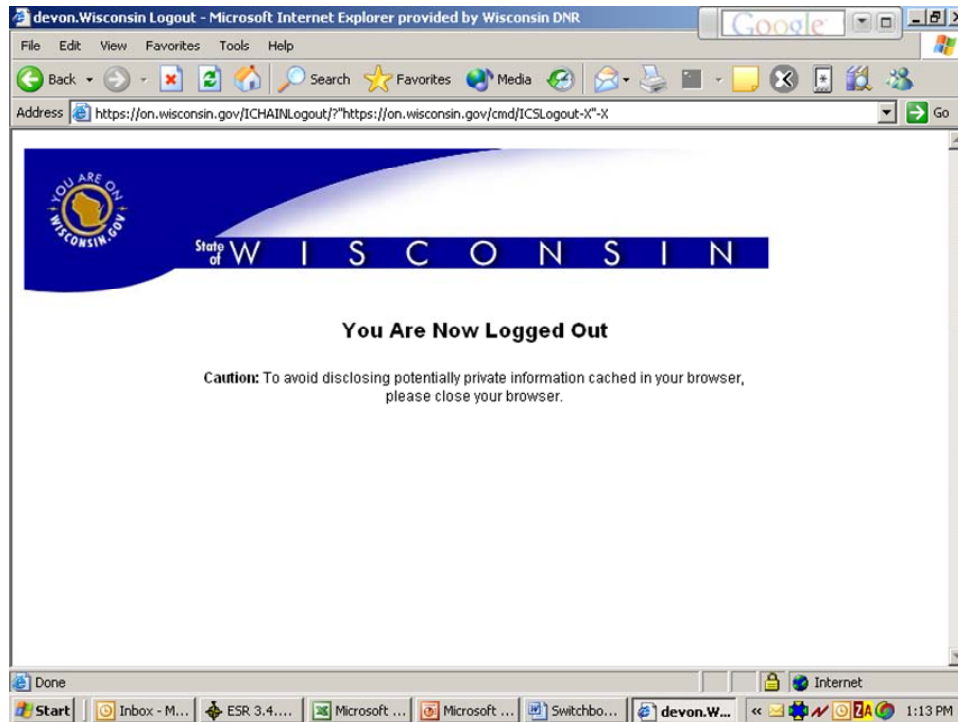
And the facility list reflects the connections for my second record. The role or roles for my second record are different than under my first record.

We've seen this most often when a person works for a facility and used the facility address, but also has a personal environmental license and uses their home address. So having these additional records can be legitimate, just remember to use the one that's applicable for what you are trying to do.

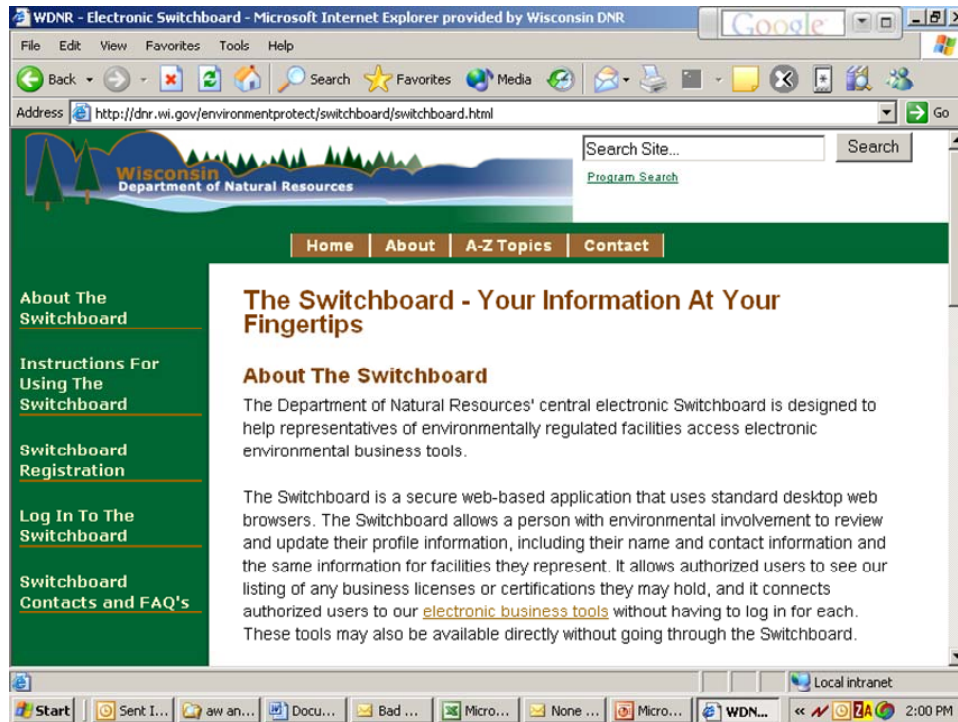
If there are simply errors in our data and you want to remove any additional records please contact me. I'll give you my contact information at the end on this tutorial.



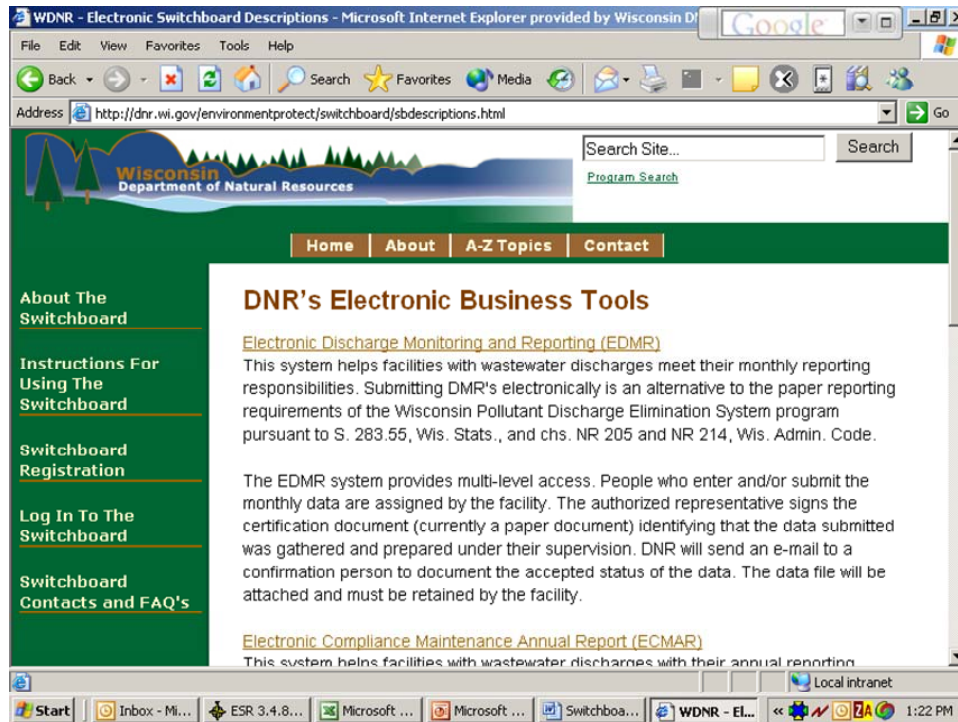
When you are done with the Switchboard, or completed electronic reporting under some program and return here, simply hit the Logout button in the upper right hand corner of the screen.



This terminates your secure connection although you should close your browser session to avoid risking your personal information.



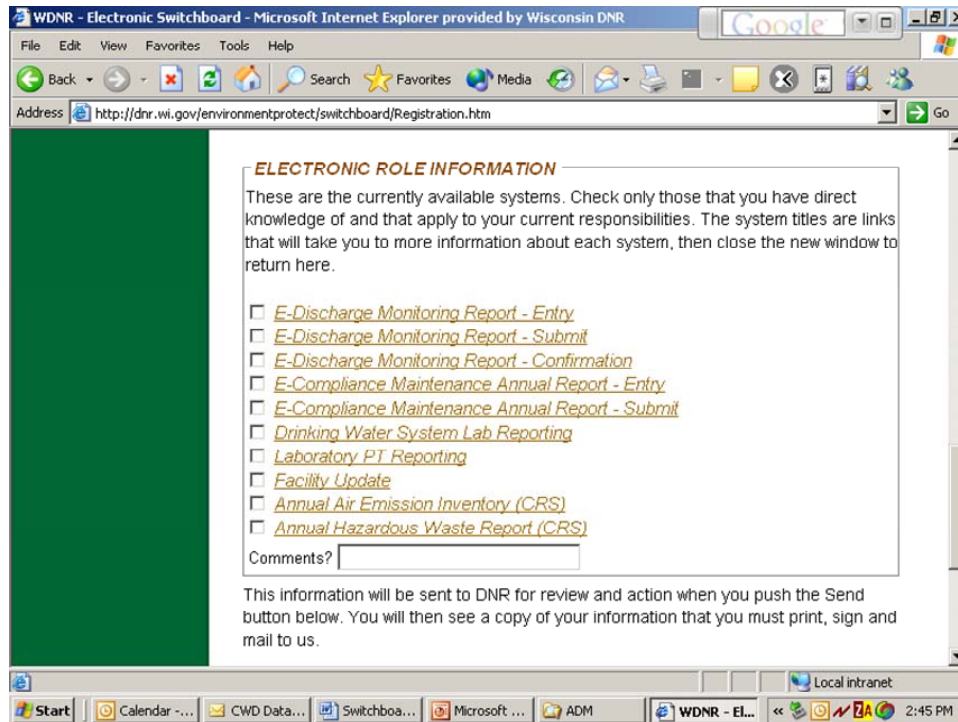
One thing that we haven't covered is the list of roles that the Switchboard can connect you to and how to register for new roles. The Electronic Business Tools link on the main Switchboard information page documents the current programs and the types of roles available for each.



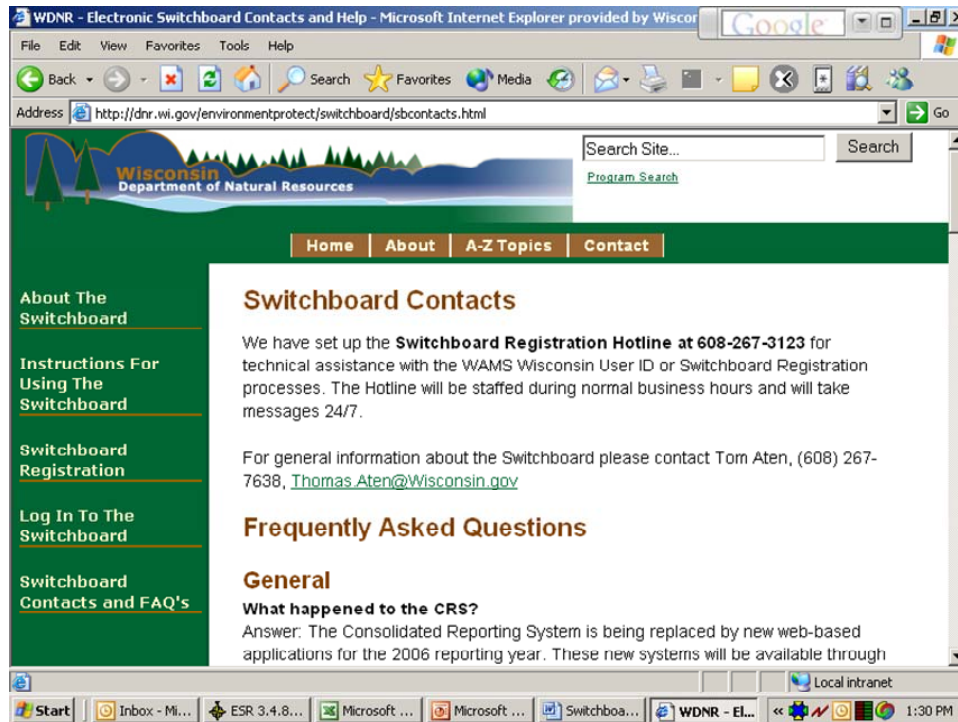
As new tools are developed we will be documenting them on this page so you might want to check here.



The Switchboard Registration link provides you with the means to register for additional roles. Simply move to Step 3 and select the new roles to add to your profile.



The new roles will be listed here and you can choose those that apply to you. If you have already sent in a signed registration page you can ignore that screen.



Finally, here is the Switchboard contact information. The Hotline is available for any registration questions.

Environmental Switchboard

Tom Aten

Business Automation Specialist

(608) 267-7638

Thomas.aten@wisconsin.gov

PO Box 7921

Madison WI 53707

Here is my contact information. Feel free to contact me for general assistance with the Switchboard, to offer any comments about the Switchboard including ideas to improve your access to information, or about this tutorial.

We hope that you now have a better understanding of the Switchboard and how it can help us streamline environmental business.